

ER 5-0273
File
Security

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

December 28, 1953

DEPARTMENTAL CIRCULAR NO. 738

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Information required by December 30, concerning completion of investigations and determinations for sensitive positions by end of fiscal year 1954.

1. At the meeting of the Personnel Security Officers on December 21, 1953, the Attorney General requested that information be submitted by each department and agency concerning whether or not they would be able to complete the investigations and security determinations required by E. O. 10450 for employees in sensitive positions, by the end of the current fiscal year. The information specifically desired is set out below. It is necessary that this information reach the Civil Service Commission not later than December 30. Your reply should be submitted to the U. S. Civil Service Commission, Attention: Security Appraisal Office, Room 306, Main Commission Building. In view of this extremely short deadline, your reply should be delivered to that address by special messenger wherever possible. If your written reply cannot be delivered to the Civil Service Commission by the deadline date, a telephonic report should be given by calling the Commission on Code 171, Extensions 3007 or 2419. Such telephonic reports as are made, or as may be obtained through direct contact of representatives of the Commission, should be followed up by a written report confirming the information given by telephone.

2. Your report should answer the following questions:

- a. How many positions in your department or agency have been classified as sensitive?
- b. How many full field investigations of occupants of sensitive positions remain to be completed under the requirement of Section 3(b) of E.O. 10450.
- c. Can all full field investigations be completed and such cases processed, at least up to the head of the department or agency for decision, by the end of fiscal year 1954?

d. If all such cases cannot be processed, at least up to the head of the department or agency for decision, by the end of the fiscal year:

(1) Will it require additional personnel to complete the job?
If so, how many?

(2) Will it require additional appropriation to complete the job?
If so, how much?

3. To facilitate tabulation of this material, please identify and number your report in accordance with the above questions.

4. In view of the short time limit for furnishing this information, a copy of this circular is being mailed directly to each Personnel Security Officer.

By direction of the Commission:



John W. Macy, Jr.
Executive Director

Distribution: 3 copies to headquarters of agencies only.
1 copy to agency Personnel Security Officers.
3 copies to Commission regional offices.
1 copy to Central Office Bureau Directors, Division Chiefs,
and Staff Officials.